

# AGREED CUSTODY DECREE/ PARENTING PLAN MODIFICATION

King County Family Law Facilitators: Instruction # P-3  
King County Local Family Law Rules  
RCW 26.09

*King County Local Rule Family Law Rules 13 and 20 require each party to attend a parenting seminar, and Family Law Orientation (FLO) prior to the entry of final orders in this legal action. An information sheet regarding these mandatory seminars, as well as a schedule, is available from the Family Law Facilitators' Office, Family Court Services, or the Cashier in the Clerk's Office.*

## STEP 1: OBTAIN AND COMPLETE THE REQUIRED FORMS

**You will need the following forms:**

- [Parenting Plan, \(WPF DR 01.0400\) \(WPF PS 01.0400 in Paternity cases\) \(WPF PS 15.0600 in Acknowledgement of Paternity cases\)](#)  
*NOTE: Before signing the final parenting plan, the court will consult the judicial information system and databases, if available, to determine the existence of any information and proceedings that are relevant to the placement of the children.*
- [Order Re Modification of Custody Decree/Parenting Plan, \(WPF DRPSCU 07.0400\)](#)
- [Confidential Information Form \(INFO\), WPF DRPSCU 09.0200](#)
- Certificate of Completion of Parenting Seminar (This will be provided to you following your completion of the seminar.)
- A copy of your current Parenting Plan (You will need a certified copy, if your current Parenting Plan is from another county or state.)
- [Note for Motion Docket, Kent](#) or [Seattle](#)

**If you want to change the amount of child support or change who will be receiving the child support, you will also need:**

- [Child Support Worksheets, WSCSS – Worksheets](#) or [WSCSS – Worksheets RDP \(Registered Domestic Partnership\)](#)
- [Order of Child Support, \(WPF DR 01.0500\) \(WPF PS 01.0500 in Paternity cases\) \(WPF PS 15.0700 in Acknowledgement of Paternity cases\)](#)

Even if you and the other party are requesting no child support, if you are changing child support you must still complete the Worksheets and an Order of Child Support, according to Washington State law (RCW 26.19.035).

**If you have an out of county/out of state custody decree or parenting plan, you will also need:**

- [Petition for Modification of Custody Decree/Parenting Plan, \(WPF DRPSCU 07.0100\)](#)

with a certified copy of your current out of county/out of state custody decree/parenting plan attached.

- [Case Assignment Designation and Case Information Cover Sheet](#)

**Complete each of the forms listed that apply to your situation.** Both you and the other party must sign all of the forms that apply to your situation. Fill out the Order Re Modification according to how you would like the Commissioner to rule.

**If there will be a change in child support and if any of the children have ever been on public assistance**, you must have a King County Prosecuting Attorney in the Family Support Section sign your Order of Child Support before you can finalize your modification.

**If you have an out of county/out of state Custody Decree/Parenting Plan**, you will need to file the originals of the following forms with the Clerk's Office and pay a filing fee. You must file with the clerk and obtain a King County case number before you can proceed to Step 3.

- Petition for Modification of Custody Decree/Parenting Plan, (WPF DRPSCU 07.0100). *You will need to attach a certified copy of your current out of county/out of state custody decree/parenting plan to this form.*
- Case Assignment Designation and Case Information Cover Sheet
- Confidential Information Form (INFO), WPF DRPSCU 09.0200

*If you are low income you may be able to obtain a court order waiving the filing fee. Ask a Facilitator or the staff in the Clerk's Office for the "Motion and Declaration for Waiver of Civil Filing Fees and Surcharges" packet ([Kent/Seattle](#)).*

## **STEP 2: TALK TO AN ATTORNEY, IF POSSIBLE**

**WARNING:** These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. It is always advisable to talk to a lawyer about your problem before filing your action. You may be able to hire a lawyer for a small fee to review your completed forms and talk about your problem but not represent you in court. If you need a lawyer, contact the Family Law Facilitators' office for a *Legal Resource List* or call the King County Bar Association Lawyer Referral Line.

## **STEP 3: FINALIZE YOUR MODIFICATION**

Schedule a hearing in Ex Parte Courtroom on the final decree calendar at 1:30 p.m. by filing a Note for Motion Docket form, for either Kent or Seattle. Choose a hearing date that will be at least 14 days from the date you file the Note for Motion Docket. When you go to your hearing, bring the original final forms, signed and filled out the way you would like the court to rule.